



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 9<sup>th</sup> AUGUST 2021**

**1. Present:** Councillors: R. Case (Chairman); S. Parker; B. Walton

**2. Apologies:**

**3. Agenda items for the next meeting:** The next meeting will be held on Tuesday 28<sup>th</sup> September at 10.00 am. The members of staff will be asked to join the meeting.

Items for the Agenda:

- Discuss arrangements in the event of a further lockdown – ensure that there is adequate PPE
- Terms of Reference of members of staff
- Lone Worker and Child Protection policies to be shared with the members of staff
- Future of Work Experience Student
- Pay Review - discussion

**4. Staff**

#### **Work Experience**

It was reported that Tobie Champion is working 16 hours a week during the summer holidays. It was agreed to check with Lackham College whether he would be continuing with his course and if so whether he would still wish to continue as the Work Experience Student. A meeting will need to be arranged with Lackham College for early September to discuss this. If he wishes to continue the syllabus for the forthcoming year will need to be considered. If not the Council would need to look at the possibility of an alternative Work Experience Student.

The Annual Appraisals had been held in April 2021 and the next Full Appraisal will be carried out in April 2022. Cllr Case will meet with the Staff in November for the six month review.

**6. Staff Annual Leave:** The Government has stated that all employers must sanction that outstanding leave (not just the statutory five days) should be rolled over. This will apply for the next two years.

Council will continue with the shut down between Christmas and New Year as in previous years along with other local authorities.

Chris was on holiday this week and Joel will be off next week. Margaret had book the 29<sup>th</sup> August – 5<sup>th</sup> September.

- 7. Training:** Chris and Joel to go on a First Aid course – check with the Red Cross. Look at Chain Saw upgrade courses at Lackham
- 8. Additional winter jobs:** Cllr Case will continue to meet with Joel and Chris to discuss the list of additional jobs. Each Committee Chairman should draw up a list of any items raised by their committee.

Chairman

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